

# **JAIL ADMINISTRATOR - MAJOR**

## **GENERAL STATEMENT OF DUTIES**

Performs administrative and managerial work in directing the operations of the county jail.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class is responsible for the daily operations, management, direction, and leadership of the county jail, under the general direction of the Sheriff. Work includes the development, establishment, and implementation of the operating budget, goals and initiatives, and work procedures and practices; and the training, management, and supervision of all division personnel through delegation of authority to subordinate management staff. Work requires the exercise of considerable independent judgment and initiative in decision-making. Work is evaluated in terms of overall effectiveness in administering departmental policies and procedures and efficiency of jail operations.

## **ILLUSTRATIVE EXAMPLES OF WORK**

- Plans and directs the operations of the County Jail; coordinates the use of personnel, funds, and materials.
- Confers with the Sheriff and Chief Deputy Sheriff regarding the recruitment, selection, discipline, and dismissal of jail personnel; observes employee work to ensure accepted standards of performance are met.
- Assists the Sheriff and the Chief Deputy Sheriff in the development, establishment, and implementation of priorities, plans, policies and procedures to meet operational requirements.
- Provides directions to deal with incidents of violence and potential liability.
- Reviews and investigates inmate grievances, public concerns and complaints, and lawsuits, and prepares written and verbal responses.
- Directs and reviews the work of subordinate management staff; advises subordinates concerning policies and program directions; reviews and approves employee performance appraisals.
- Performs related work as assigned by the Sheriff or designee.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of detention administration and management, including technical and operation principles, practices and procedures of inmate detention and care.
- Thorough knowledge of federal, state, and local laws pertaining to inmate sentences, pre-trial conditions, release, and detention administration, including minimum detention standards issued by the State; and of corrections standards and corrections law / constitutional issues regarding inmate rights.
- Ability to communicate effectively verbally and in writing with a wide variety of individuals, including elected officials, county management, the media, and the general public.
- Ability to effectively manage, train, and evaluate the work of subordinate supervisors.
- Ability to plan, organize, and evaluate detention programs.
- Ability to exercise sound judgment in making managerial decisions in routine and emergency situations.
- Ability to deal tactfully and firmly with inmates and the public.
- Ability to maintain effective relationships with other employees.

## **MINIMUM EDUCATION AND EXPERIENCE**

Graduation from high school with considerable experience in detention work, including supervisory/administrative experience; or an equivalent combination of experience of training.

### **SPECIAL REQUIREMENT**

Refer to General Statutes of the State of North Carolina for statutory requirements and restrictions pertaining to candidates for this class.

**Special Note** – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

Randolph County 3/2002